



Oregon Board of Licensed Social Workers

3218 Pringle Rd. S Suite 240
Salem, Oregon 97302

2025-27 Biennium Affirmative Action Statement

C. Agency Overview

The Board of Licensed Social Worker’s mission is to “protect the citizens of Oregon through the licensing and regulation of social workers.” The BLSW is a regulatory and policy-making board with seven members who are appointed by the Governor and confirmed by the Senate. Four members must be licensed social workers. (Three must hold a Licensed Clinical Social Worker, or LCSW, and one must hold a Clinical Social Worker Associate, CSWA, a Licensed Masters Social Worker, LMSW, or a Registered Baccalaureate Social Worker, RBSW). The remaining three members must be members of the public without a connection to the social work profession.

The BLSW regulates over 8,000 professional social workers in the four license categories listed above. The LCSW and CSWA are required for a licensee to practices clinical, or therapeutic social work. The LMSW and RBSW are voluntary and do not allow the licensee to practice clinical social work.

The board is administered by a staff of 9.5 FTE; 7.5 FTE are permanent positions and 2 FTE is a limited duration positions. The board’s 2023-25 Legislatively Approved Budget is just over \$2.5 million “other funds,” which is generated almost exclusively from licensing fees.

The board’s Executive Director, Ray Miller, is a Agency Head 9, who has been with the board since 2023.

The board’s Policy Advisor from the Governor’s Office is Julianna Wallace and April Rohman.

The board’s Affirmative Action Representative is Ray Miller, Executive Director. Contact information: ray.miller@blsw.oregon.gov and 503 373 1163.

The board’s lead for contract equity is Ray Miller, Executive Director. Contact information: ray.miller@blsw.oregon.gov and 503 373 1163.

D. Affirmative Action Policy Statement

1. Oregon Board of Licensed Social Workers – 2025-27 Affirmative Action Policy Statement

The Oregon State Board of Licensed Social Workers supports the Governor’s Affirmative Action Plan and is dedicated to creating a work environment which will attract and retain employees who represent the broadest possible spectrum of society including women, minorities and the disabled. It is the policy of the Oregon State Board of Licensed Social Workers that:

- Citizens, licensees, and licensure applicants shall have equal access to programs and services of the Board and fair and equal opportunities for employment. In hiring practices and when administering Board programs and policies, the Board and staff will not discriminate against any

person on the basis of race, sex, color, ancestry, national origin, age, marital status, sexual orientation, political or religious affiliation, or physical or mental disability, or any other reason prohibited by state or federal law;

- All employment activities, including, hiring, promotion, discharge, pay, fringe benefits, and other aspects of employment shall be carried out without discrimination in a work environment that is free from discriminatory harassment;
- Equal access to services will be offered to those with whom the Board does business; there is zero tolerance for any form of discrimination or harassment within the work setting or as the Board and staff interact with citizens and licensees. The Board and staff are accountable for creating and promoting a work environment that is free from any kind of hostility or unwelcoming behavior; and
- The Board and staff relate to citizens and licensees with respect, fairness, and cooperation that demonstrate our commitment to the principles which represent the highest aspiration of our rich, multi-cultural society. Through this collaborative effort, we can effectively and efficiently achieve our mission of protecting the public and appropriately processing the work of the Board.

2. State and Federal Employment Documents

Copies of state and federal employment law documents are posted at the board's office at 3218 Pringle Rd. SE, Salem OR 97302.

3. Complaint Options

Employees may file complaints with the board's Executive Director, the board chair, Stephanie Manriquez, or with the DAS CHRO, who serves as the board's HR officer.

E. Affirmative Action Plan Goals – July 1, 2025 – June 30, 2027

1. Encourage minority and disabled persons to apply for positions in the agency and on volunteer citizen boards and councils representing the agency.
2. Utilize creative marketing tools that include Web media, social networking, and minority professional organizations and diversity outreach partnerships to advertise vacancies to people of color, disabled individuals, and women.
3. Assure that all interview panels have a diverse group of participants to ensure a fair process and consistency in hiring practices.

4. Initiate an exit interview request to departing employees to learn reasons for their departure and to assess and improve aspects of the Board of Licensed Social Workers' working environment, culture, processes, systems, and management style.
5. Promote an environment of respect, teamwork, and mutual understanding among staff and to further our understanding of individual and group diversity.
6. Make diversity training opportunities and attendance at cultural events available to staff and ensure management support for attendance.
7. Identify other means to strengthen recruitment and retention of minorities and individuals with disabilities.
8. Continue its involvement with the Association of Social Work Boards (ASWB) to help ensure continued attention to then issue of exam passage rates for ESL applicants for national social work examinations required for licensure.
9. Develop and adopt administrative rules to require a specified number of continuing education hours targeted on enhancing licensees' cultural competence.

Strategies and Timelines for Achieving Goals

1. Ongoing The Oregon Board of Licensed Social Workers will advertise board member openings on its Web site, utilize social networking, and continue to work with the Governor's Executive Appointments Office to attract minority and disabled persons to positions on the volunteer citizen boards representing the health-related professions the agency oversees.

Achievements: During the first half of the biennium, the BLSW board members include 4 female members and 2 male members, one of whom is a person of color. At this time, the board has one vacancy. We expect that the position will be filled soon. Over the next year, the Board will likely have at two vacancies and is working with Governor's Executive Appointments Office to fill those positions and maintain the ethnic and geographic diversity we currently have achieved.

The Director meets regularly with staff and students in Oregon's schools of social work to establish and maintain lines of communication and to create awareness of the state's role in protecting all Oregonians through professional licensing. These meetings have all moved to video presentations in response to COVID requirements.

2. Ongoing
- The Oregon Board of Licensed Social Workers will continue to work with the Governor’s Diversity and Inclusion (Affirmative Action) Office to promote agency opportunities to minority professional organizations, disabled individuals, and women. We will advertise job opportunities on the agency Web site and encourage protected classes to apply. We will explore Web media marketing tools and diversity outreach partnerships to increase awareness and promote the benefits of working for The Oregon Board of Licensed Social Workers to potential applicants.

Achievements: The Board had 1 staff opening in this biennium. We worked with the CHRO to advertise a vacant position, and in July 2024 hired a minority woman to fill the Limited Duration position.

3. Ongoing
- The DEI / Affirmative Action Representative will ensure that all interview panels have a diverse group of participants or, when appropriate, participate on interview panels to ensure a fair process and consistency in hiring practices.

Achievements: The Board has sent the job announcement for 2 Office Specialist 2 openings to Community Based Organizations serving historically underserved communities.

4. Ongoing
- The Oregon Board of Licensed Social Workers will work with DAS Enterprise Human Resources to coordinate and develop an exit interview mechanism that combines the Board’s preference for an in-person mechanism with compliance with the State of Oregon online exit interview survey. Access to the mandatory survey will be provided to all departing employees regardless of the reason for their departure. Survey responses will be independently reviewed to improve the Oregon Board of Licensed Social Workers working environment, culture, processes and systems, and management style.

Achievements: The Board has not had any staff leave employment during the current biennium.

5. Ongoing The Agency Affirmative Action Representative will develop a mission, goals, and initiatives in support of the agency's Diversity and Inclusion Affirmative Action Plan, in collaboration with Board leadership.

Achievements: The Board has established a subcommittee of the board to develop standards to ensure the cultural competence of both professional licensees and board and staff. The Cultural Competence Taskforce meets regularly as a part of the board's regular meeting schedule and has identified education opportunities for board members and staff.

6. Ongoing The Oregon Board of Licensed Social Workers will regularly communicate its commitment to affirmative action goals and objectives and encourage employees' participation in diversity training opportunities and attendance at cultural events.

Achievements: The Board's director has attended past Diversity Conferences. The Board will pay for board staff to attend future conferences. The board plans to send a staff person to the diversity conference next year and will require all staff members to attend at least one on-line session from the Diversity Conference.

The Oregon Board of Licensed Social Workers will continue to work toward its diversity goals and objectives. We will continue to identify other means to strengthen our recruitment and retention of women, minorities, and individuals with disabilities.

7. Ongoing

Achievements: The Board has increased its diversity representation, both on the board and on staff. The Board is currently advertising to permanently fill any vacant staff positions.

8. Ongoing The Oregon Board of Licensed Social Workers will continue to work, through its Board and Executive Director, to maintain attention and focus on the issue of ESL passage rates on the national ASWB competency examinations required for social work licensure.

Achievements: The board has discussed investing in a small research project to evaluate Oregon social work graduates' national licensing exam pass rates. We are currently in discussion to create such a study.

The Board routinely approves ESL-related accommodations for ASWB exam to help provide a level playing field for social work exam test takers from diverse language backgrounds

F. Workforce Tables

G. Affirmative Action Plan Goals – July 1, 2025 – June 30, 2027

1. Encourage minority and disabled persons to apply for positions in the agency and on volunteer citizen boards and councils representing the agency.
2. Utilize creative marketing tools that include Web media, social networking, and minority professional organizations and diversity outreach partnerships to advertise vacancies to people of color, disabled individuals, and women.
3. Assure that all interview panels have a diverse group of participants to ensure a fair process and consistency in hiring practices.
4. Initiate an exit interview request to departing employees to learn reasons for their departure and to assess and improve aspects of the Board of Licensed Social Workers' working environment, culture, processes, systems, and management style.

5. Promote an environment of respect, teamwork, and mutual understanding among staff and to further our understanding of individual and group diversity.
6. Make diversity training opportunities and attendance at cultural events available to staff and ensure management support for attendance. Focus diversity training on gender identity and expression, including revising licensing applications and supporting materials.
7. Identify other means to strengthen recruitment and retention of minorities and individuals with disabilities.
8. Continue its involvement with the Association of Social Work Boards (ASWB) to help ensure continued attention to then issue of exam passage rates for ESL applicants for national social work examinations required for licensure.
9. Implement administrative rules to require a specified number of continuing education hours targeted on enhancing licensees' cultural competence.

Strategies and Timelines for Achieving Goals

1. Ongoing

The Oregon Board of Licensed Social Workers will advertise board and council member openings on its Web site, utilize social networking, and continue to work with the Governor's Executive Appointments Office to attract minority and disabled persons to positions on the volunteer citizen boards and councils representing the health-related professions the agency oversees. The Director will continue to meet with staff and students from Oregon's schools of social work.

Strategies: We will continue to work with the Governor's Executive Appointments Office as board vacancies occur. We intend to continue to meet with staff and students from Oregon social work schools as we are able.
2. Ongoing

The Oregon Board of Licensed Social Workers will continue to work with the Governor's Office of Diversity, Equity, and Inclusion/Affirmative Action to promote agency opportunities to minority professional organizations, disabled individuals, and women. We will advertise job opportunities on the agency Web site and encourage protected classes to apply. We will explore Web media

marketing tools and diversity outreach partnerships to increase awareness and promote the benefits of working for the Oregon Board of Licensed Social Workers to potential applicants.

Strategies: We will work to achieve this goal as hiring opportunities occur.

3. Ongoing The DEI / Affirmative Action Representative will ensure that all interview panels have a diverse group of participants or, when appropriate, participate on interview panels to ensure a fair process and consistency in hiring practices.

Strategies: We will work to achieve this goal as hiring opportunities occur.

4. Ongoing The Oregon Board of Licensed Social Workers will continue to implement an exit interview to combine the Board's preference for an in-person survey with compliance with the State of Oregon online exit interview survey.

Strategies: We will work to achieve this goal as hiring opportunities occur.

5. Ongoing The Agency DEI / Affirmative Action Representative will develop a mission, goals, and initiatives in support of the agency's Diversity and Inclusion Affirmative Action Plan, in collaboration with Board leadership.

6. Ongoing The Oregon Board of Licensed Social Workers will regularly communicate its commitment to affirmative action goals and objectives and encourage, when practical, employees' participation in diversity training opportunities and attendance at cultural events. The Board will schedule training for staff on gender identity and gender expression, including a process to review and revise application and licensing materials.

7. Ongoing The Oregon Board of Licensed Social Workers will continue to work toward its diversity goals and objectives. We will continue to identify

other means to strengthen our recruitment and retention of women, minorities, and individuals with disabilities.

8. Ongoing The Oregon Board of Licensed Social Workers will continue to work, through its Board and Executive Director, to maintain attention and focus on the issue of ESL passage rates on the national ASWB

H. Leadership Evaluation

The Executive Director is the Board's only management level position. The board conducts an evaluation of the director each year.

I. Contracting with Minority-Owned Businesses

The board receives most of its services from DAS. The board contracted for the provision of a licensing system/database in 2019. The selected vendor was not a minority-owned business. The board has not entered into any other contracts during this biennium.

Affirmative Action Summary Statement

The Oregon Board of Licensed Social Workers remains committed to its policy on Affirmative Action and Equal Opportunity and to a rigorous and active affirmative action program. My personal commitment to these ideas is represented in the Affirmative Action Plan. Likewise, the Plan represents the Oregon Board of Licensed Social Worker's commitment to equal opportunity and affirmative action in employment and public service consistent with all applicable federal and state laws, including, but not limited to: Executive Order 11246; Title VII of the Civil Rights Act of 1964; Sections 503 and 504 of the

Rehabilitation Act of 1974; the Vietnam Era Veterans Readjustment Assistance Act; and the Americans with Disabilities Act.
This Affirmative Action Plan has my complete authorization and commitment.



7/29/2024

Signature

Ray Miller, Executive Director

Oregon Board of Licensed Social Workers

Date